

THIS IS A DRUG TESTING DESIGNATED POSITION.

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	14. Agency Use *DOI009
a. Office of Personnel Management							Initials Date
b. Department, Agency or Establishment		Fire Logistics Dispatcher		GS	2151	05	5/8/03
c. Second Level Review							
d. First Level Review							
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision			
a. First Subdivision BIA BLM FWS NPS				d. Fourth Subdivision			
b. Second Subdivision				e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature _____ Date _____				Signature _____ Date _____			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position Dispatcher, GS-2151, Feb 63, TS-44. Transportation Clerk and Assistance Series, GS-2102, Mar 93, TS-46. Grade Level Guide for Clerical and Assistance Work, Jun 89, TS-98.			
Typed Name and Title of Official Taking Action BIA BLM FWS NPS HR Specialist Signature _____ Date _____ See Remarks 5/8/03				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
23. Position Review		Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Signatures		Allison Beard BIA Todd Ryan BLM Pearl Inge FWS Cindi Steinheimer NPS					
25. Description of Major Duties and Responsibilities (See Attached)							

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Previous Edition Usable

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

*Agency Use code should be entered in FPPS as last six spaces of Position Allocation Number.

This PD is NOT COVERED under 5 U.S.C. 8336(c) or 8412(d).

03/31/04 FF/LEO Retirement Team Specialist *Monique Pospokala*

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS

2. NAME OF INCUMBENT

3. ORGANIZATIONAL LOCATION ☒ AS SHOWN ON CURRENT DESCRIPTION ☐ AS HEREBY AMENDED

IIa. _____

d. _____

b. _____

e. _____

c. _____

4. CSC TITLE AND BUREAU POSITION NO. DOI009

Fire Logistics Dispatcher

SCHEDULE

GS

SERIES

2151

GRADE

04

☐ SAME AS PRESENT: AMENDED FOR ☐ CSC TITLE ☐ POS. NO. ☐ SCHEDULE ☐ SERIES ☒ GRADE

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.

6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.

(Signature of Supervisor)

(Date)

TITLE _____

BIA BLM FWS NPS (See block 7)

5/8/03

(Official Exercising Classification Authority)

(Date)

TITLE HR Specialist

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-05 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-05 level.

Allison Beard
Allison Beard
HR Specialist (Classification)
Bureau of Indian Affairs

Todd W. Ryan
Todd W. Ryan
HR Specialist (Classification)
Bureau of Land Management

Cindi Steinheimer
Cindi Steinheimer
HR Specialist
National Park Service

Pearl Inge
Pearl Inge
HR Specialist (Classification)
U.S. Fish & Wildlife Service

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

This PD is NOT COVERED under 5 U.S.C. 8336(c) or 8412(d).

03/31/04 FF/LEO Retirement Team Specialist *Monica Pappalardo*

INTRODUCTION

This position serves as a Support Dispatcher (Logistics) located in a dispatch center. This may be a single agency dispatch office or interagency dispatch center. The area involved may encompass federal, state, tribal and private lands within the dispatch center's area of influence. The center is responsible primarily for wildland fire preparedness, suppression support activities, but may respond to all-risk incidents as needed or directed.

The primary purpose of this position is to provide a wide range of fire dispatch, logistical and administrative support functions.

This is a drug testing designated position.

DUTIES

Serves as a dispatcher, receiving, filling, and tracking resource requests for fire and other emergency incidents. Initiates requests to higher organizational levels for additional resources as needed.

Organizes and reviews completed records of all orders placed and actions taken to ensure adherence to established operating procedures.

Maintains resource status and tracking systems and operates telecommunications systems.

Collects, processes, collates and submits incident information to support intelligence activities.

Consolidates and inputs fire weather data into weather application software and reviews for completeness. Transmits resultant probabilities and forecasts to field personnel and fire management staff.

Inputs data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems).

Shares information with cooperators and other interested entities.

Provides critical logistical support information to supervisor and makes recommendations concerning the efficient uses of available resources.

Records and maintains communications logs involving all telephone and two-way radio transmissions.

Assists with the training and orientation of support dispatchers.

Gathers information for the development and maintenance of the dispatch mobilization guide and internal dispatch operating guides.

FACTORS

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of standard logistical and administrative procedures, guidelines, Incident Command System (ICS) terminology, methods and procedures, and safety requirements used in the dispatch of personnel, equipment and supplies to support the needs of requesting units.

Knowledge of wildland firefighting sufficient to provide logistical support to fire management operations.

Knowledge of expanded dispatch operations.

Knowledge of computer programs and outputs in order to apply information to dispatch procedures and functions.

Ability to operate computer programs and utilize the computer for inputting data and records creation, maintenance, and disposal.

Ability to collect, process, and submit incident information to support intelligence activities.

Ability to read maps and pinpoint locations from various sources of information.

Ability to communicate orally and in writing in a clear and concise manner.

Ability to remain calm under urgent and frequently changing conditions.

FACTOR 2. SUPERVISORY CONTROLS

Works under the supervision of a higher-level employee who makes daily assignments.

Work is assigned in terms of ongoing responsibilities, priorities, and general instructions. The employee works independently in planning and carrying out assignments. Specific guidance is provided in unusual assignments. Deviations from "standing instructions" must be approved by a higher-level employee or the supervisor. Work is evaluated for thoroughness, timeliness, and overall impact.

FACTOR 3. GUIDELINES

Guidelines are found within agency and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center. Guidelines may not cover all situations. The employee draws from experience and exercise judgment in dealing with emergency situations.

FACTOR 4. COMPLEXITY

Work is complicated by the need to perform a diversity of unrelated and related duties, each requiring many steps where organizational skills and the ability to make sound decisions quickly and calmly are essential. Communications equipment and computer data entry and retrieval require strict adherence to technical procedures. Priorities and methods change quickly.

FACTOR 5. SCOPE AND EFFECT

The work of the employee facilitates the prompt and safe execution of fire management activities in a dispatch center's area of operation.

The center's work is critical to the safety of personnel, the public, and to the protection of resources.

FACTOR 6. PERSONAL CONTACTS

Personal contacts are made with all levels of cooperating land management and emergency support agencies. Primary contacts are with fire suppression personnel, resource specialists and other unit coordinators. Other personal contacts are with national and local news media, contractors, political officials, law enforcement personnel, and the general public.

Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, private landowners, vendors, officials and providers of various types of equipment and services.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of contacts is to exchange vital information and determine the availability of equipment, supplies, and other urgently needed resources and personnel.

FACTOR 8. PHYSICAL DEMANDS

The work involves long hours of sitting, intense concentration, and working at peak proficiency/intensity levels with irregular breaks and mealtimes. The duties of this position create a highly stressful environment during peak activity, requiring the ability to keep calm in emergency situations. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required.

FACTOR 9. WORK ENVIRONMENT

Work is performed primarily in an office setting. During peak activity, increased radio traffic, numerous ringing phones, and conversations result in high noise levels, which require a high level of concentration to perform duties. This creates a high stress work environment.